



California State Fire Training

INTERIM SFT PROCEDURES



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Procedure Title: Training Instructor Certification

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Section Change: Certification Guidelines:

1. Prerequisites:
 - a. None
2. Educational requirements:
 - a. Training Instructor 1A
 - b. Training Instructor 1B
 - c. Training Instructor 1C
 - d. Successfully completing the required teaching demonstrations and the summative examination with a minimum of 80% for all courses as proctored by the primary instructor
3. Experience:
 - a. Fire Service
 - i. Have a minimum of two (2) year full-time paid or four (4) years volunteer or part-time paid experience in a California fire department.
4. Complete Certification Capstone Task Book:
 - a. Perform all job performance requirements (JPRs) within the task book
 - b. Document teaching experience in task book (80 Hours Minimum)
 - i. Must be fire or emergency medical services related and delivered in a formal classroom or drill ground environment.

Application Process:

1. Fill out an application for certification (Fee Schedule)
2. Provide a copy of the course completion certificates for each course listed under educational requirements (example Training Instructor 1A)
3. Submit a letter on department letterhead verifying your fire service experience signed by the Fire Chief or his/her Authorized Representative.
4. Submit payment of the certification fee with check or money order. (fee is nonrefundable)

Certification Task Book Process:

1. After SFT receives your application, staff will review your application for complete and accurate documentation of the educational requirements, and occupational experience.
2. If your application is complete SFT will initiate your task book with your name, SFT ID number, date of issuance and verification of Sections 1 – 3. If your application is incomplete SFT staff will return to you a check-off sheet indicating what documentation is missing.
3. After receiving your task book, check and ensure Section 1 – 3 have been verified and signed off by SFT staff. If they have not, return it to SFT immediately; this is considered an invalid task book and should not be started.
4. Meet with your supervisor or program manager and review each task book requirement before you start your task book.
5. When all job performance requirements (JPR's) and teaching experience have been documented and verified in your task book you will sign and date the front



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cover and then have your Fire Chief or his/her Authorized Representative (on file with SFT) sign the front cover.

6. Make a copy of the task book for your records and send the original to SFT.
7. SFT staff will review your task book for completeness, if complete; SFT staff will issue your certificate. SFT staff will also make a copy of your task book and place it in your file. Your certificate and the original task book will be mailed to you. If your task book is incomplete, SFT staff will mail the task book back to you along with a check-off sheet indicating what is missing from your documentation. Once you have completed the required additional documentation, resubmit your task book and a copy of the check-off sheet to SFT.

Justification:

On January 19, 2007 the Statewide Training and Education Advisory Committee (STEAC) approved the new Training Instructor curriculum. The new program now consists of three classes Training Instructor 1A, 1B and 1C. The first two courses focused more on adapting lesson plans which is what Company Officers do rather than writing them. The last course, 1C covers developing lesson plans, audio visual support materials and tests; all critical to instructors delivering SFT classes.

The current SFT Procedure Manual dated May 2008 only indicates the old Fire Instructor 1 certification process. This creates confusion for fire service personnel trying to obtain a professional certification at this level. This update will clarify the process and reflect the current procedure for obtaining Training Instructor certification.

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